

**Municipality/Organization: Town of Longmeadow**

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**EPA NPDES Permit Number: MA041013**

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**MaDEP Transmittal Number: W-041844**

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**Annual Report Number  
& Reporting Period:**

**No. 4: March 06-March 07**

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## **NPDES PII Small MS4 General Permit Annual Report**

### **Part I. General Information**

Contact Person: Michael Wrabel

Title: Director of Public Works

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#### Certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature:

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Printed Name: Michael Wrabel

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Title: Director of Public Works

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Date:

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## **Part II. Self-Assessment**

**The Town of Longmeadow performed a comprehensive review of the Stormwater Management Program and identified revisions to sections of the program to better identify measurable goals and to acknowledge ongoing compliance efforts. These changes are within Part III Summary of Minimum Control Measures, which follows.**

### **Acronyms Used in Following Pages**

Con Com = Conservation Commission

DPW = Department of Public Works

PVPC = Pioneer Valley Planning Commission

## Part III. Summary of Minimum Control Measures

### 1. Public Education and Outreach

| <b>BMP ID #</b> | <b>BMP Description</b> | <b>Responsible Dept./Person Name</b> | <b>Measurable Goal(s)</b>                              | <b>Progress on Goal(s) – Permit Year 3</b><br>(Reliance on non-municipal partners indicated, if any) | <b>Planned Activities – Permit Year 4</b>   |
|-----------------|------------------------|--------------------------------------|--|--|---|
| 1A              | Hazardous Waste Day    | Board of Health                      | Give residents opportunity to drop off hazardous waste | September 9, 2006 Regional Hazardous Waste day was held in Wilbraham, MA                             | Hazardous Waste day is scheduled for September 8, 2007.   |
| Revised         |                        |                                      |  |  |   |
| 1B              | Pet Waste By-law       | Public Works Supt.                   | Completed  | By-law in place  | <b>Public education: may include posting notice on local cable access TV and press release.</b> |
| Revised         |                        |                                      |  |  |   |
| 1C              | Longmeadow Website     | Public Works Supt.                   | NPDES Information on DPW website                       | The Department of Public Works has incorporated NPDES information on the town web site               | The Department of Public Works will continue to incorporate NPDES information on town web site. |
| Revised         |                        |                                      |  |  |   |
| Revised         |                        |                                      |  |  |   |

#### 1a. Additions

|           |                                 |                           |   |   |  |
|-----------|---------------------------------|---------------------------|---|---|--|
| <b>1D</b> | <b>Public Outreach</b>          | <b>PVPC</b>               | <b>Variety of public outreach activities</b>            | <b>Contributed \$2,000 to participate in regional public outreach and education stormwater program. Activities in Year 3 include....</b>                                      | <b>Continue to be part of PVPC's regional public outreach and education stormwater program</b> |
| <b>1E</b> | <b>Newspaper Press Releases</b> | <b>Public Works Supt.</b> | <b>Publish stormwater/ water quality info 2x / year</b> | <b>Press releases were issued on October 26, 2006 and November 8, 2006 reminding residents to keep debris from catch basins, and to clean tops of catch basins of debris.</b> | <b>Publish stormwater/water quality info twice in the year.</b>                                |

|    |                         |                    |   |   |   |
|----|-------------------------|--------------------|---|---|---|
| 1F | Classroom Education     | School District    | Incorporate water quality into curriculum                             |   |   |
| 1G | Public displays/handout | Public Works Supt. | Post stormwater related educational posters and handouts in Town Hall | Post stormwater related educational posters and handouts in Town Hall | Post stormwater related educational posters and handouts in Town Hall |

## 2. Public Involvement and Participation

| BMP ID # | BMP Description               | Responsible Dept./Person Name | Measurable Goal(s)   | Progress on Goal(s) – Permit Year 3<br>(Reliance on non-municipal partners indicated, if any)                      | Planned Activities – Permit Year 4   |
|----------|-------------------------------|-------------------------------|--|--|--|
| 2A       | Stream Cleanup and Monitoring | Stream cleanup and monitoring | Organize concerned residents to walk and clean up stream   | Have call into ConCom to discuss.  | <b>Continue to support interested groups by providing tools and disposing of trash bagged by participants.</b> |
| Revised  |                               |                               | <b>Support interested groups by providing tools and disposing of trash bagged by participants.</b> | <b>Supported Connecticut River Cleanup activities by picking up and disposing of trash bagged by participants.</b> |  |
| 2B       | Adopt a Stream                | Public Works Supt.            | Organize concerned citizens to adopt streams   |  |  |
| Revised  |                               |                               | <b>Support interested groups by providing tools and disposing of trash bagged by participants.</b> |  |  |
| 2C       | Stormwater Committee          | Board of Selectmen            | Stormwater Committee formed  |  |  |
| Revised  |                               |                               |  |  |  |
| Revised  |                               |                               |  |  |  |
| Revised  |                               |                               |  |  |  |

## 2a. Additions

|    |                          |                    |   |  |   |
|----|--------------------------|--------------------|---|--|---|
| 2D | Invasive Species Removal | Public Works Supt. | Provide appropriate disposal area for removed vegetation                                    | Provided appropriate disposal area for water chestnut vegetation removed by volunteers coordinated by EPA. | Continue to provide appropriate disposal area for removed vegetation to support efforts to eradicate invasive species |
| 2E | Adopt-a-Triangle         | Parks Dept.        | Support interested groups by providing tools and disposing of trash bagged by participants. | Supported volunteer activities by picking up and disposing of trash bagged by participants.                | Support interested groups by providing tools and disposing of trash bagged by participants.                           |

## 3. Illicit Discharge Detection and Elimination

| BMP ID # | BMP Description                    | Responsible Dept./Person Name | Measurable Goal(s)                                   | Progress on Goal(s) – Permit Year 3<br>(Reliance on non-municipal partners indicated, if any)  | Planned Activities – Permit Year 4   |
|----------|------------------------------------|-------------------------------|--|--|--|
| 3A       | Sanitary Sewer Maintenance Program | Public Works Supt.            | Develop plan of cleaning and inspecting sewer mains  | <b>Town is inspecting sewer interceptors along brook valleys to identify areas of breakage, erosion, or other physical conditions that may impair the integrity of the pipeline.</b> | <b>Continue to inspect sewer interceptors for potential impact to resource areas</b>   |
| Revised  |                                    |                               |  |  |  |
| 3B       | Storm Drain System Map             | Public Works Supt.            | Develop a storm sewer system map and locate outfalls | Engineering is in the process of using GPS unit to locate outfalls. Data will be brought into AutoCAD to generate a storm sewer map.   | Continue developing the storm sewer map  |
| Revised  |                                    |                               |  |  |  |
| 3C       | Non-Stormwater By-law              | Planning Board                | By-law established                                   | <b>Town is reviewing existing regulations and model regulations.</b>   | <b>Identify if additional regulations are needed, draft regulations for Town Meeting vote.</b>   |
| Revised  |                                    |                               |  |  |  |
| 3D       | Entrance Permit                    | Public Works Supt.            | Completed  | Hold harmless agreement for anyone that wants to tie into the municipal drainage system  | <b>Completed; add language to agreement to give Town right to disconnect drain to system if illicit discharge is detected and require agreement to be recorded against property deed</b> |
| Revised  |                                    |                               |  |  |  |
| Revised  |                                    |                               |  |  |  |

### 3a. Additions

|    |                                   |                    |   |   |  |
|----|-----------------------------------|--------------------|---|---|--|
| 3E | Develop Illicit Discharge Program | DPW                | Draft plan.                               | DPW is reviewing existing regulations and identifying new requirements needed to develop Illicit Discharge and Detection Program. | Prepare new procedures/ plan as necessary.   |
| 3F | Illegal Dumping                   | Public Works Supt. | Perform regular patrols/cleanup           | DPW performed regular patrols and cleaned up illegal dumped trash.  | Continue to perform regular patrols/cleanup. |
| 3G | Assess Outfalls                   | DPW                | Assess 10% of municipal outfalls per year | DPW will start assessing outfalls for potential illicit discharges, erosion, sedimentation and other water quality factors.       | Assess 10% of municipal outfalls per year    |

### 4. Construction Site Stormwater Runoff Control

| BMP ID # | BMP Description                                       | Responsible Dept./Person Name | Measurable Goal(s)                                       | Progress on Goal(s) – Permit Year 3<br>(Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 4  |
|----------|---|-------------------------------|--|---|---|
| 4A       | Stormwater Pollution Prevention Plan for Construction | Public Works Supt.            | Require pollution prevention plan for construction sites | Town is reviewing existing regulations and model regulations.                                 | Identify if additional regulations are needed, draft regulations for Town Meeting vote. |
| Revised  |   |                               |  |   |   |
| 4B       | Construction Runoff By-law                            | PB/ Con Com/ DPW              | Draft by-law.  | Town is reviewing existing regulations and model regulations.                                 | Identify if additional regulations are needed, draft regulations for Town Meeting vote. |
| Revised  |   |                               |  |   |   |
| Revised  |   |                               |  |   |   |

### 4a. Additions

|    |             |                  |                          |   |  |
|----|-------------|------------------|--------------------------|---|--|
| 4C | Plan Review | PB/ Con Com/ DPW | Enforcement under by-law | Continued plan review per existing regulations. By-law enforcement proposed Year 5. | Continue plan review per existing regulations. By-law enforcement proposed Year 5. |
|----|-------------|------------------|--------------------------|---|--|

|           |                               |                        |                                 |   |   |
|-----------|-------------------------------|------------------------|---------------------------------|---|---|
| <b>4D</b> | <b>Inspection / Reporting</b> | <b>DPW/PB/ Con Com</b> | <b>Enforcement under by-law</b> | <b>Continued inspection / reporting under existing regulations. By-law enforcement proposed Year 5.</b> | <b>Continued inspection / reporting under existing regulations. By-law enforcement proposed Year 5.</b> |
|-----------|-------------------------------|------------------------|---------------------------------|---|---|

## 5. Post-Construction Stormwater Management in New Development and Redevelopment

| <b>BMP ID #</b> | <b>BMP Description</b>                 | <b>Responsible Dept./Person Name</b> | <b>Measurable Goal(s)</b> | <b>Progress on Goal(s) – Permit Year 3</b><br>(Reliance on non-municipal partners indicated, if any) | <b>Planned Activities – Permit Year 4</b>  |
|-----------------|--|--------------------------------------|---------------------------|--|--|
| 5A              | <b>Post Construction Runoff By-law</b> | Building/<br>Planning Board          | By-law Established        | <b>Town is reviewing existing regulations and model regulations.</b>                                 | <b>Identify if additional regulations are needed, draft regulations for Town Meeting vote.</b> |
| Revised         |  |                                      |                           |  |  |
| Revised         |  |                                      |                           |  |  |
| Revised         |  |                                      |                           |  |  |

### 5a. Additions

|           |   |                         |                                 |   |   |
|-----------|---|-------------------------|---------------------------------|---|---|
| <b>5B</b> | <b>Construction Site Plan Review</b>      | <b>PB/ Con Com/ DPW</b> | <b>Enforcement under by-law</b> | <b>Continued plan review per existing regulations. By-law enforcement proposed Year 5.</b>              | <b>Continue plan review per existing regulations. By-law enforcement proposed Year 5.</b>               |
| <b>5C</b> | <b>Stormwater System Maintenance Plan</b> | <b>PB/Con Com/ DPW</b>  | <b>Enforcement under by-law</b> | <b>Continued inspection / reporting under existing regulations. By-law enforcement proposed Year 5.</b> | <b>Continued inspection / reporting under existing regulations. By-law enforcement proposed Year 5.</b> |

## 6. Pollution Prevention and Good Housekeeping in Municipal Operations

| <b>BMP ID #</b> | <b>BMP Description</b>  | <b>Responsible Dept./Person Name</b> | <b>Measurable Goal(s)</b>                                 | <b>Progress on Goal(s) – Permit Year 3</b><br>(Reliance on non-municipal partners indicated, if any)                               | <b>Planned Activities – Permit Year 4</b> |
|-----------------|-------------------------|--------------------------------------|---|--|---|
| 6A              | Catch Basin Maintenance | Public Works Supt.                   | Organize program for cleaning and inspecting catch basins | <b>Approximately 500 catch basins were cleaned.</b>  | <b>Clean 500 catch basins.</b>            |
| Revised         |                         |                                      | <b>Clean 500 catch basins annually</b>                    |  |   |
| 6B              | Street Sweeping         | Public Works Supt.                   | Organize program for sweeping streets                     | 100% of paved town streets were swept in the month of April. <b>Certain commercial area streets were swept two or three times.</b> | Sweep 100% of streets.                    |
| Revised         |                         |                                      |   |  |   |
| Revised         |                         |                                      |   |  |   |

### 6a. Additions

|           |   |            |   |   |  |
|-----------|---|------------|---|---|--|
| <b>6C</b> | <b>Municipal Maintenance Activity Program</b> | <b>DPW</b> | <b>Evaluate and draft additional policies</b> |   | <b>Review existing policies. Formalize in writing and draft new policies as necessary.</b> |
| <b>6D</b> | <b>Training of all municipal employees</b>    | <b>DPW</b> | <b>Initiate good housekeeping training</b>    | <b>In-house training is done for new hires or anyone transferring within DPW.</b> | <b>Conduct good housekeeping training.</b>   |



**7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <<if applicable>>**

| <b>BMP ID #</b> | <b>BMP Description</b> | <b>Responsible Dept./Person Name</b> | <b>Measurable Goal(s)</b> | <b>Progress on Goal(s) – Permit Year 3</b><br>(Reliance on non-municipal partners indicated, if any) | <b>Planned Activities – Permit Year 4</b> |
|-----------------|------------------------|--------------------------------------|---------------------------|--|---|
| Revised         |                        |                                      |                           |  |   |
| Revised         |                        |                                      |                           |  |   |

**7a. Additions**

|           |             |                |   |  |  |
|-----------|-------------|----------------|---|--|--|
| <b>7A</b> | <b>TMDL</b> | <b>Various</b> | <b>Performance of previously identified BMPs.</b> | <b>The BMPs described in the above tasks will also address TMDL issues in the Connecticut River.</b> | <b>The BMPs described in the above tasks will also address TMDL issues in the Connecticut River.</b> |
|-----------|-------------|----------------|---|--|--|

**7b. WLA Assessment**